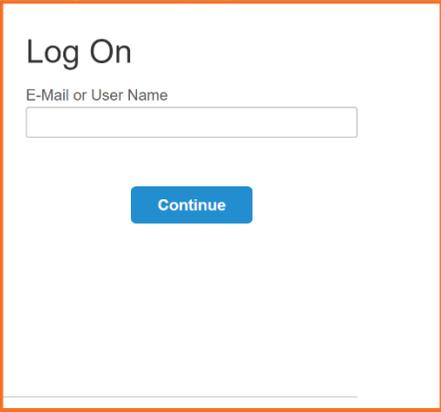
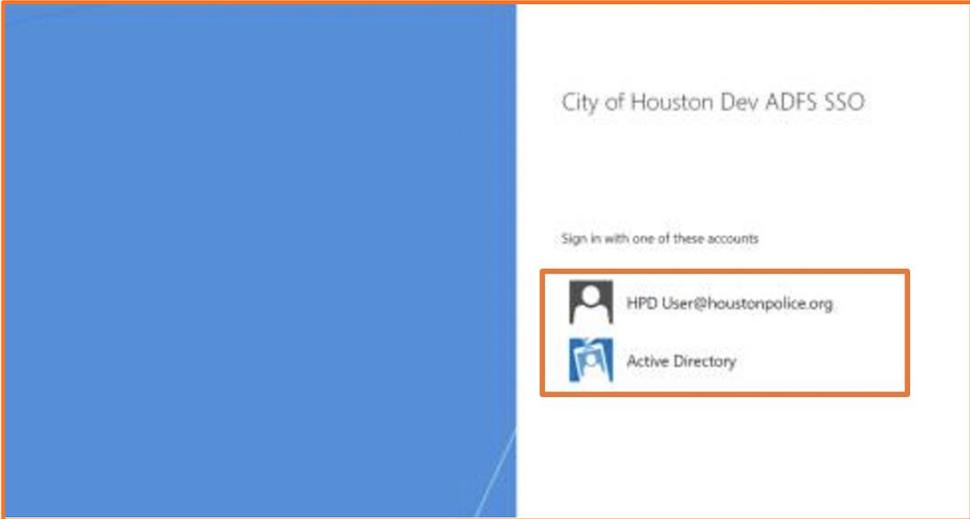


## How to Login to SuccessFactors Employee Central

Please follow the steps below to login to SAP SuccessFactors Employee Central.

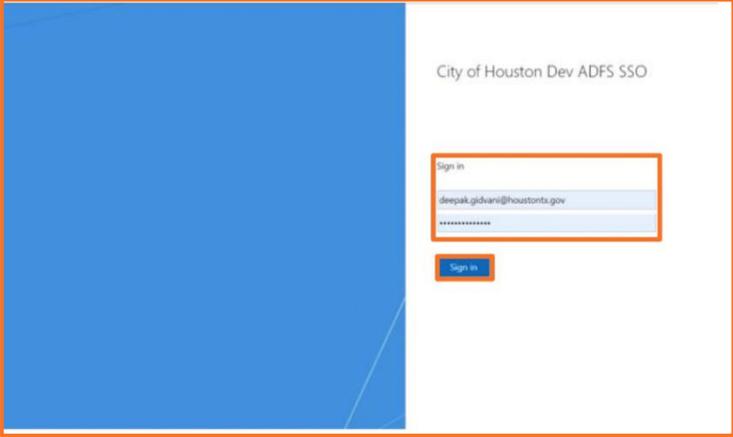
Step #	Steps
1	Go to the following website: <a href="https://hroneconnect.houstontx.gov">https://hroneconnect.houstontx.gov</a> .
2	<p>Enter your Employee or "E" number in the <b>Username</b> field. Click <b>Continue</b>.</p> 
3	<p>You will be directed to the City's SSO page.</p> <p>If you are an HPD departmental employee, select <b>HPD User@houstonpolice.org</b>, which will redirect you to enter your HPD login credentials. Your login credentials will be the email address and password provided by HPD.</p> <p>All other employees will select <b>Active Directory</b>.</p> 



4 For employees in departments other than HPD and HAS, enter your COH email address and network password. Then, click **Sign in**.

**Note:** HAS (Aviation) users will need to enter their E#@houstonairportsystem.net email address.

Other departments will enter their firstname.lastname@houstontx.gov email address. Your password will be your network password.

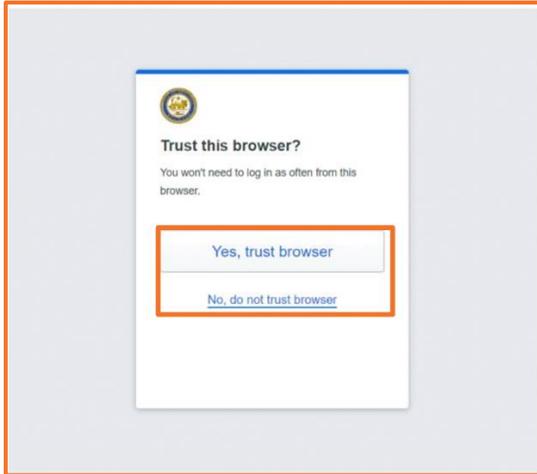
A screenshot of the City of Houston Dev ADFS SSO login page. The page has a blue header with the text "City of Houston Dev ADFS SSO". Below the header is a "Sign in" section with a text input field containing the email address "deepak.gidvani@houstontx.gov" and a password field with masked characters. A "Sign in" button is located below the input fields.

5 For all departments except for HPD and HAS, the City has implemented multi-factor authentication via the DUO application for enhanced security. If you have been set up for DUO, you will receive a message like the one below. Depending on the specific method you used to initially setup your account, you will have to approve via your mobile device or computer.

**Note:** If you have not set up DUO, please contact your help desk for assistance.

A screenshot of a Duo Push notification. The notification has a white background with a blue border. At the top left is the Duo logo. The main text reads "Check for a Duo Push" followed by "Verify it's you by approving the notification...". Below this is a "Sent to 'IOS' (iPhone: E255)" label and a small image of a smartphone displaying a Duo notification. At the bottom, there are links for "Other options", "Need help?", and "Secured by Duo".

- 6 After approving your login through your DUO account, you will be prompted with the message below. If you are on a safe browser, select **Yes, trust browser** to continue. If you do not want to save your login information to your computer cache, click **No, do not trust browser**.



- 7 You will then be authenticated and directed to the SAP SuccessFactors homepage. **Note:** After executing these steps for the first time, they may be skipped later on as it will be cached on your computer.

